

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/09/14

CLOSING DATE: 01/21/14 (4:30 PM)

SCDC INTERNAL TITLE: INST GRIEV COORD-IGC SCDC POSITION #: 010177
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: WATEREE RIVER CORRECTIONAL INSTITUTION, REMBERT (SUMTER) LEVEL 2

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT STATE JOB CLASS: AA75
BAND: 04 SALARY RANGE \$ 025627 - \$ 047413 SPECIAL INCENTIVE: NO
LEVEL: D SALARY RANGE \$ 028832 - \$ 045615 SCEIS POSITION #: 61022558

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY RELATED
TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED
FOR THE RELATED WORK EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:
SIX (6) YEARS RESPONSIBLE CLERICAL, SECRETARIAL OR ADMINISTRATIVE
EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN CRT AND/OR
PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:
UNDER LIMITED SUPERVISION FROM THE WARDEN AND CENTRAL OFFICE INMATE
GRIEVANCE ADMINISTRATOR, PERFORMS A WIDE VARIETY OF ADMINISTRATIVE
DUTIES FOR THE INMATE GRIEVANCE BRANCH. INVESTIGATES GRIEVANCES BY
CONDUCTING THOROUGH AND IMPARTIAL INQUIRIES OF CIRCUMSTANCES
PERTAINING TO GRIEVANCES THROUGH INTERVIEWS WITH INMATES AND STAFF.
ANALYZES SPECIFIC INFORMATION OBTAINED AND PREPARES RECOMMENDATIONS
DESIGNED TO RESOLVE PROBLEMS AT THE LOWEST POSSIBLE LEVEL. REVIEWS
AND RESEARCHES SCDC POLICY AS IT RELATES TO GRIEVANCES. MAINTAINS THE
COMPUTERIZED INMATE GRIEVANCE TRACKING SYSTEM FOR GRIEVANCES. ACCEPTS
AND FORWARDS APPEALS TO CENTRAL OFFICE. PERFORMS OTHER DUTIES AS
ASSIGNED.

COMMENTS:
MUST SATISFACTORILY COMPLETE SCDC BASIC TRAINING